



NUMBER 3135.1

DATE September 13, 1968

DDR&E

## Department of Defense Instruction

SUBJECT Cryptographic Equipment Maintenance and Training

- Refs.: (a) DoD Directive C-5200.5, "Communications Security (COMSEC) (U)," October 27, 1958  
(b) DoD Instruction 3135.1, "Criteria for Ensuring the Competency of Personnel to Install, Maintain and Repair Cryptographic Equipment," June 4, 1963 (hereby cancelled)

### I. PURPOSE AND OBJECTIVE

- A. This Instruction establishes policy and criteria which will ensure that only fully qualified personnel install, maintain and repair cryptographic equipment, and assigns responsibilities for carrying out its provisions.
- B. Its objective is to retain the security inherent in cryptographic equipment through adequate equipment installation, maintenance, and repair.

### II. APPLICABILITY

The provisions of this Instruction apply to all Department of Defense Components utilizing cryptographic equipment, as defined in reference (a).

### III. CANCELLATION

Reference (b) is hereby superseded and cancelled.

### IV. POLICY

- A. The complexity and nature of modern cryptographic equipment places the maintenance technician in a critical position of responsibility for maintenance and operational security of such equipment. Since his proficiency is largely dependent on the quality and amount of maintenance training received and the extent of experience acquired in applying this knowledge, all DoD Components involved will ensure that:
1. Only personnel formally trained in at least the knowledge and skills covered by appropriately written courses of instruction prepared or approved by the National Security Agency (NSA) (see also VI. B) are permitted to install, maintain and repair cryptographic equipment.

2. Supervisory personnel are provided with criteria for determining the maintenance proficiency of technicians on a particular equipment before such maintenance technicians are assigned responsibility for its installation, maintenance, and repair.
  3. Cryptographic equipment installation, maintenance and repair is accomplished in accordance with applicable cryptosecurity rules, regulations, procedures, and instructions prescribed or approved by NSA. This requirement is not to be construed as relieving individual DoD Components of responsibility for prescribing supplementary security procedures required for unique application within their respective organizations.
- B. Full consideration must be given to achieving maximum economies through:
1. Introduction and use of maintenance methods which exploit equipment design and construction advances.
  2. Consolidation on an inter-Service basis, where practicable, of cryptographic equipment training courses.
  3. The use of established Government, rather than contractor, training facilities.

## V. CRITERIA

In accomplishing the objective of this Instruction, all DoD Components concerned will, as a minimum, adhere to the following criteria:

- A. The scope of and graduation requirements for their courses of instruction will be maintained at a level sufficient to ensure that personnel who will install, maintain, and repair cryptographic equipment are properly qualified in all aspects of their assigned responsibilities.
- B. DD Form 1435, "Cryptographic Maintenance Training and Experience Record," (Enclosure 1) will be completed for each technician who completes a cryptographic maintenance course. DD Form 1435 may be used as a graduation certificate. This form shall constitute a chronological record of all cryptographic training and maintenance experience received by the individual, and shall become a permanent part of each individual's permanent command and field personnel record. Each form shall be reviewed and updated every twelve (12) months and prior to a permanent change of station.
- C. Supervisory personnel will thoroughly review the DD Form 1435 of each technician to ensure that he meets the training and experience requirements on a particular equipment before assigning him responsibility for its installation, maintenance, and repair.

- D. Previously trained and qualified personnel who no longer meet the requirements for installing, maintaining and repairing a particular equipment because (1) they have not had training or experience in maintaining that cryptographic equipment within the preceding 36 months, or (2) major changes have been made to the equipment, will be retrained or requalified by approved examination. (Personnel trained to perform only limited maintenance are excluded from this requirement.)
- E. When contractor or field-type training is used, such training courses will:
  - 1. Be approved by the appropriate training authority of the Military Department or other DoD Component using such services.
  - 2. Use only training material furnished or approved by NSA or the appropriate training authority of the Military Departments or other DoD Components, as applicable.
  - 3. Be conducted by instructors who meet the qualification requirements of their counterparts at established Military Department or other DoD Component training facilities.

## VI. RESPONSIBILITIES

- A. The Director, National Security Agency, shall establish guidelines and provide technical guidance and support for cryptographic equipment technical training conducted by DoD Components, furnishing such agencies with:
  - 1. Initial training necessary for the successful introduction to the maintenance and repair of each newly developed NSA cryptographic equipment.
  - 2. Approved courses of instruction which constitute the minimum standards for maintenance training on crypto-equipment.
  - 3. Guidelines and minimum standards for the preparation and conduct of courses of instruction on crypto-equipment delegated to the Military Departments for development.
  - 4. Such additional technical guidance and support as is required to accomplish the objectives of this Instruction.
- B. The Military Departments shall:
  - 1. Provide maintenance training as required to support their operational use of crypto-equipment in consonance with the policy and criteria stated in sections IV and V.

2. Prepare and teach the information required, in addition to that provided in the NSA approved course, to support use of the crypto-equipments in their system applications.
3. Determine that their crypto-equipment training requirements cannot be met adequately by courses elsewhere in DoD before establishing a new course.
4. Prepare, and send to NSA for approval, written courses of instruction on crypto-equipment delegated for development.
5. Provide the necessary initial maintenance training support for crypto-equipment delegated to them for development.

VII. EFFECTIVE DATE AND IMPLEMENTATION

This Instruction is effective immediately. Two copies of implementing regulations, and all supplements thereto, shall be furnished to the Director of Defense Research and Engineering, and to the Director, National Security Agency, Attn: S2, within ninety (90) days.

 for

Director of Defense Research and Engineering

Enclosure - 1  
DD Form 1435

**CRYPTOGRAPHIC MAINTENANCE T**  
(See reverse side)

**ING AND EXPERIENCE RECORD**  
(Instructions)

1. NAME (Last - First - Middle Initial)

2. SERVICE NUMBER

EQUIPMENT SHORT TITLE a	QUALIFIED (Yes/No) b	METHOD c	DATE d	REMARKS (Include School or Organization) e	CERTIFICATION (Include signature and title of certifying officer) f

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**INSTRUCTIONS**  
**DO NOT ENTER CLASSIFIED INFORMATION ON THIS FORM**

Item 1 - NAME - Enter name of technician who completes a cryptographic maintenance course.

Item 2 - SERVICE NUMBER - Enter service number of technician named in item 1.

Col. a - EQUIPMENT SHORT TITLE - List equipment maintained or trained on during the preceding 12 months by short title only. Groups of equipments or course numbers, MOS, NEC, or AFSC will not be used.

Col. b - QUALIFIED - Enter "yes" or "no" to indicate whether or not qualified for the equipment listed in col a.

Col. c - METHOD - Specify method of qualification:

a. By formal training initially.

b. By maintenance experience (*qualified by actual maintenance performed on the equipment during the preceding 12 months and not valid without initial formal training.*)

c. By re-examination (*Not valid without prior formal training on the equipment.*)

Col. d - DATE - Enter date of completion of training, examination or records review.

Col. e - REMARKS - Enter any special remarks such as skill level, location of school or organization and grade received. (*For maintenance experience, this will be left blank.*)

Col. f - CERTIFICATION - Signature and organization of commander or authorized representative such as Communications Officer, Electronics Officer, Crypto Representative.

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